



New Single Family Dwellings, Additions, and ADU Submittal Requirements

Plans and supporting documents shall be submitted electronically to bldpermit@losaltosca.gov. See Submittal checklist for specific requirements.

Please Note: Planning Division design review approval is required prior to submitting to the building division. For additional information regarding Design Review, please visit the Planning Design Review page on the City's [website](#).

The 2019 California Code of Regulations, Title 24, Including but not limited to, building, energy, electrical, green, mechanical, plumbing and residential codes, were adopted January 1, 2020. All residential detached one and two-family dwellings, townhouses not more than three stories above grade plane height with a separate means of egress are covered under the 2019 California Residential Code.

THE FOLLOWING INFORMATION SHALL BE INCLUDED IN THE PLANS AS APPLICABLE:
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1. GENERAL INFORMATION
2. TITLE PAGE
3. PLOT PLAN
4. FLOOR PLAN
5. EXTERIOR ELEVATIONS
6. CROSS SECTION DRAWINGS
7. FOUNDATION PLAN/GEOTECHNICAL INVESTIGATIONS - 2 COPIES OF REPORT/LETTER
8. ROOF PLAN
9. ELECTRICAL PLAN
10. PLUMBING PLAN
11. MECHANICAL PLAN
12. TITLE 24 ENERGY DOCUMENTS
13. STRUCTURAL CALCULATIONS
14. SPECIAL INSPECTION
15. BLUEPRINT FOR A CLEAN BAY GUIDELINE
16. CIVIL DRAWINGS/GRADING AND DRAINAGE PLAN
17. REACH CODE CHECKLIST
18. CALGREEN CHECKLIST
19. ADDITIONAL INFORMATION & REQUIREMENTS

****DEFERRED SUBMITTALS ARE NOT ALLOWED****

Deferred submittals are only allowed under special circumstance as approved by the building official. Truss calculations & geotechnical reports are not considered special circumstance and are required in order to perform the structural review.

Exception: Fire sprinkler plans are deferred and are to be submitted directly to santa clara county fire department once your plans have been approved. They are not to be submitted to the building division as part of the submittal package.

1. GENERAL INFORMATION

- An application for a permit for any proposed work shall be deemed to have been abandoned 180 days after the date of filing, unless such application has been pursued in good faith or a permit has been issued.
- The City of Los Altos is a combination jurisdiction. All rough inspections (framing/electrical/plumbing/mechanical) shall be completed and ready for requested inspections at the same time. No partial inspections performed. No phased work.
- Separate structures (i.e. detached ADU, garage, cabana, pool house and swimming pools) require separate permits.
- Los Altos is located within seismic design category D and E.
- Basic wind speed is 110 mph. this can be verified with ASCE-10. Most areas of Los Altos can be classified as wind exposure category B, however, some areas may meet the criteria for exposure C.
- The design professional is responsible for justifying the exposure selected for the specific area of construction.
- Exposure b terrain; California Energy Commission climate zone 4.
- All sheets of plans and documents shall include the project address, the name and address of the owner, and the name and address of the architect or designer.
- All copies of plans and documents shall be digitally signed by the appropriate architect, designer and/or engineer.
- New two-story residences and second story additions require a licensed architect and/or licensed engineer to approve and sign structural sheets and calculations.
- Show scale for all drawings and details. Minimum acceptable scale is $\frac{1}{4}'' = 1'$. Exception: site plans are acceptable at $\frac{1}{8}''$ scale.

2. TITLE PAGE

- Sheet Index Schedule.
- All applicable Conditions of Approval shall be incorporated and printed on the title page.
- List applicable current Building Codes (2019 California Codes).
- Scope of Work.
- Occupancy Group(s).
- Type of Construction/Sprinkler – Non-Fire Sprinkler.
- Allowable building and floor area calculations.

3. SITE PLAN

- The minimum acceptable scale is $\frac{1}{8}'' = 1'$.
- Include plans for all existing and proposed structures. Clearly distinguish between existing and proposed.
- Show location of utility lines and service meters (Gas & Electrical Meters).

- Show approximate location of sewer run and required atmospheric and back flow water valve location.
- Show a north arrow.
- Show property lines, lot dimensions and all structure setbacks.
- Show all existing and proposed structures and the distances between each (including accessory buildings, decks, pools, spas and sheds).
- Show total lot area, allowed lot coverage, proposed lot coverage, allowed floor area ratio.
- Show all easements including those for public utilities, storm drains, and the Santa Clara Valley Water District.
- Show driveways and adjacent streets.
- Show the type and location of all major landscaping (trees, screening, and shrubs) to be retained or removed and all proposed landscaping required as a condition of design review.
- Show building pad elevations and finished floor elevations (except when no changes are proposed to existing elevations).
- DO NOT show future pools, cabana, trellis or outdoor kitchens or work not included on permit application.

4. FLOOR PLAN

- Show dimensions for all existing and proposed rooms and indicate use.
- Show dimensions for all doors, windows and fixtures for kitchen and bathrooms.
- Locate all electrical features. Include location of new and/or existing main service panel and all sub panels.
- Show skylights and their listed Evaluation Service Report
- Provide window and door schedule.
- Basement theaters/media rooms shall have either a direct emergency egress door or window to outside or an interconnected smoke detection and visual strobe installed with the entire building protected by a NFPA 13D sprinkler system. Such rooms shall include adequate light, ventilation and heat per C.R.C. R303.

5. EXTERIOR ELEVATIONS

- Show the appearance of all exterior walls, roofs, doors, and windows, and indicate the finish materials to be used.
- Clearly distinguish between existing and proposed construction.
- Show the daylight plane drawn and dimensioned from the property lines
- Show elevations of grade, finish floor, top plates and overall building height.
- Indicate roof pitch.

6. CROSS SECTION DRAWINGS

- Show the foundation/floor system, the wall plate heights and the roof pitch.
- Show a minimum of at least two complete longitudinal and transverse cross sections of new construction.

7. FOUNDATION PLAN/GEOTECHNICAL INVESTIGATIONS

Geotechnical reports required on new residences, second-story additions and basements)

- Basement/below grade structures to show required excavation with cuts that would be less than or equal to 2:1 horizontal to vertical ratio. A cross section of cuts through the site beginning at the property lines to determine if a shoring plan is required.
- The minimum acceptable scale is $\frac{1}{4}'' = 1'$.
- Show the under-floor area to be excavated.
- Show the foundation layout (foundation location, piers, grade beams, etc.). Show reinforcing steel, hold down devices and shear wall lengths.
- Show the floor construction including floor framing size, spacing, floor sheathing and connection details.
- Include calculations for any manufactured floor truss system. Truss calculations may not be deferred.
- Indicate under floor ventilation method.
- All new buildings and structures located in Seismic Design Category C, D, E or F require a foundation and soils investigation report per Sections 1803.5.11 and 1803.5.12 of the 2019 California Building Code (CBC). The foundation and soils investigations report shall be prepared, stamped, and signed by a licensed soils or geotechnical engineer.
- Geotechnical engineer of record shall provide a stamped letter verifying conformance with report recommendations and project construction plans.
- Foundation and soils investigations may not be required for items i, ii, iii, & iv if the following minimum design requirements are incorporated into the drawings
 - i) One story addition to an existing single-family dwelling.
 - ii) Accessory structures to an existing single-family dwelling such as attached or detached garages, patio covers, carports, and similar structures.
 - iii) Non-residential miscellaneous structures not exceeding 15 feet in height.
 - iv) light poles not exceeding 30 feet in height.

Minimum Design Requirements:

- Allowable foundation pressure not to exceed 1500 psf.
- Footing to have minimum reinforcement of 2-#4 at top and 2-#4 at bottom.
- The minimum depth of footings below undisturbed ground surface to be 12 inches.
- Table 1808.8.1 CBC 2019 Minimum specified compressive strength 2,500psi. Prescriptive width and thickness of footings shall comply with Table 1809.7 of 2019 CBC.

8. ROOF PLAN

- The minimum acceptable scale is $\frac{1}{4}'' = 1'$.
- Show ridges, hips, valleys, skylights, and the size and spacing of structural members.
- Show location and framing details for any proposed skylights.

- Show the roof pitch.
- Indicate type of attic ventilation and number of openings required.
- Include digitally signed calculations for any manufactured truss system with submittal application. In addition to truss engineer, the engineer of record shall also review and stamp a letter of confirmation for the approval of applicable truss calculations.
- Emergency escape and rescue windows out of second stories shall not be obstructed by solar array panels. Show path of travel 3 feet wide minimum.
- Photovoltaic shading area for arrays shall be shown.
- A statement on the construction plans shall note that finished roofing material shall be installed and completed prior to frame inspection.

9. ELECTRICAL PLAN

- Provide size and location of all electrical panel installations. All New Construction, relocated service panels or additions exceeding 50% of floor area, excluding basements and/or additions of 750 square feet or more shall have all utilities installed service lateral. (Underground). For the purpose of this section, removal of roof framing with associated exterior walls down to, or below the subfloor/slab shall be included in the above calculations. *See municipal code section 12.68.020.
- Provide electrical load calculations to justify size of electrical service disconnects. (200 amp. service ok for 3000 sq. ft or less.)
- Show location, type of fixtures and switching to comply with required building energy efficiency standards, Title 24, Part 6.
- Provide arc-fault, ground-fault, dedicated circuits, small appliance
- Loads, motor load protection, smoke and carbon monoxide detectors per articles in the 2019 California Electrical Code (CEC) part 3/California Residential Code (CRC) Title 24, Part 2.5.

10. PLUMBING PLAN

- Provide an atmospheric and listed accessible back flow water valve installed for all new, repaired, replaced or altered building sewers (see handout).
- Building sewers shall have an atmospheric relief valve installed upstream of the backwater valve outside the building in close proximity to the foundation (see handout @building division). Provide street clean out 2' to 5' behind property line.
- Show plumbing fixture drainage, waste and vent single line schematic with pipe size for all underslab plumbing (basements). Isometric diagram may be required for complex plumbing plans.
- Show fixture count and calculation for water supply line from utility water meter to residence. Check with water purveyor and fire sprinkler contractor for additional check valve and sizing requirements.
- Provide isometric diagram for all gas piping. Show distance and location from meter to most remote fixture; include sizes of all branch lines with distances along with BTU ratings of all gas appliances (see figure 1215.1.1 and table 1215.2(1) California Plumbing Code 2019, Title 24, part 5).

- Provide state architect certified earthquake-acuated gas shut-off valves at all new, relocated, and replaced gas utility meters.

11. MECHANIAL PLAN

- Show location of all mechanical equipment. Provide evaluation report numbers for all makes and models for specific fireplace models being proposed. Wood burning fireplaces are not allowed. Gas appliance fireplaces only per baaqmd. (Bay Area Air Quality Management District).
- Show location of proposed a/c units, distance to property lines, dba rating and model number Show duct chase locations for all multi-story buildings.
- All mechanical equipment within vehicular routes shall have approved vehicle barriers installed. (Bollards)

12. TITLE 24 ENERGY DOCUMENTS

- Provide a copy of the CF-1R compliance forms.
- Compliance documents will be required on new structures and additions over 300 square feet and/or projects increasing in volume or conditioned space.
- QII information to be incorporated into title 24 documents.

13. STRUCTURAL CALCULATIONS

- Los Altos is located within seismic design category D and E/Wind speed 110 mph/Exposure B
- Calculations are necessary for retaining walls over 4', non-standard construction and all one and two-story structures unless meeting single-story framing requirements in the 2019 California Residential Code.

Copies to be digitally signed

14. SPECIAL INSPECTION

- Where Special Inspection or Testing is required by C.B.C. Section 1705 the design professional shall incorporate a statement of Special Inspection into the plans. The context of the statement shall include the materials, systems, components, and work to be verified by the registered professional. Such verifications shall be identified as to whether it will be continuous inspection or periodic. Work that is minor in nature for light framed construction, as determined by the Building Official, may be inspected and documented by the engineer of record and shall be made available at the building department's request.

15. BLUEPRINT FOR A CLEAN BAY GUIDELINE

- This sheet shall be incorporated into the plan set.
- Sheets can be downloaded from the website at www.losaltosca.gov

16. CIVIL DRAWINGS/GRADING AND DRAINAGE PLAN

For new homes and additions over 750 square feet

- Elevation at street and neighboring property lines
- Pad elevation
- Finished floor elevation(s)
- Existing and proposed contours and drainage pattern
- Stormwater management measures to retain stormwater on site in accordance with the City's best Management Practices
- Underground utilities – existing and proposed
- Location and elevation of benchmarks

Note: For additions over 750 square feet the Grading and Drainage Plan shall be prepared by a registered civil engineer or a licensed architect.

17. REACH CODES

EFFECTIVE Jan. 26, 2021

- Reach Code checklist to be completed by applicant and incorporated into plans.
- Mechanical, Plumbing and Electrical sheets should reflect Reach Codes requirements.

DOES apply when you:

Construct a new residential or detached ADU building.

DOES NOT apply when you:

Replace appliances or equipment in an existing building (i.e. water heater, furnace, stove)

Remodel or alter an existing building

Add square footage to an existing building

Make exterior alterations to an existing site (i.e. backyard BBQ, fire pit, pool heating)

RESIDENTIAL CHECKLIST CAN BE FOUND AT

<https://www.losaltosca.gov/communitydevelopment/page/reach-codes-0>

18. GREEN BUILDING

- All new RESIDENTIAL buildings and existing buildings that increase volume or conditioned space must meet the 2019 California Green Building Standards Code regulations.
- All submittal packages MUST include a completed CalGreen checklist incorporated into the plan set and a copy submitted as an attachment to the submittal. The Signature Declaration page MUST be completed by all parties. This form is available at www.losaltosca.gov.

- Green Halo will be required for every residential construction project with the City of Los Altos, which includes new Single Family Dwellings, additions, remodel/alterations with a valuation of \$25,000 or more. Verification of a [Green Halo](#) account will be required prior to permit issuance.

Exception: Projects 300 sq. ft. or less of addition and/or increased volume area combined will only be required to attach the 2019 Residential Mandatory Measures for projects under 300 square feet. this form can be found online or at the community development department.

19.ADDITIONAL INFORMATION & REQUIREMENTS

FIRE SPRINKLERS

An automatic residential fire sprinkler system shall be installed In accordance with National Fire Protection Association's (FPA) Standard 13D in all new one and two-family dwellings and in existing dwellings when additions are made that increase the building area to more than allowable Fire-Flow Appendix Table B105.1, or additions exceeding fifty (50) percent of the existing living area (existing square foot calculations shall not include existing basement) and/or additions exceeding 750 square feet. When automatic fire systems are required by this section, all associated garages shall be included. See Municipal Code Section 12.10.020

The obligation to provide compliance with these fire sprinkler regulations may not be evaded by performing a series of small additions undertaken over a three-year period. The permit issuance date of past additions where these regulations were in effect shall be used for determining compliance. All fire sprinkler plans shall be submitted directly to the Santa Clara County Fire Department by a licensed C-16 fire sprinkler contractor.

The California Water Service requires double check valves installed on buildings equipped with fire sprinklers

UTILITIES

It is the intent of the city to ensure that all new utility services, relocated existing utility services and additions exceeding fifty (50) percent of the floor area, excluding basements and/or additions of 750 square feet or more are placed underground. For the purpose of this section, removal of roof framing with associated exterior walls down to, or below the subfloor/slab shall be included in the above calculations. Therefore, the following shall apply:

- In areas served by existing overhead facilities, all new service drops shall be installed underground from the pole designated by P.G. & E.
- Relocations and extensions of existing overhead facilities shall be prohibited; provided, however, relocation of existing poles shall be permitted in some instances pursuant to Section 13.20.160 of the Municipal Code.
- Residential properties that are served by utilities located in rear yards on standard lots with frontage on only one public right-of-way shall not be required to underground existing overhead services.



The building official may grant exceptions to these requirements in cases where access across an adjacent property is necessary but is not legally or practically available.

SEWER CONNECTION

All properties must connect to City sewer when constructing a new residence or adding to an existing residence. Contact the Public Works Engineering Division at (650) 947-2780 for more information.

DEMOLITION PERMIT

A separate demolition permit is required for the complete removal of a structure and must be finalized prior to the issuance of the permit for the new structure. The demolition requirements packet will be given out when the plans are submitted to the building division.

Addition/remodel submittals will be given a preconstruction requirement packet at the time of submittal but will not be required to obtain a separate demolition permit. The preconstruction requirements must be completed before the issuance of the addition/remodel permit.

It is recommended that you begin the demolition/preconstruction requirement process as early as possible.

A separate [GreenHalo](#) project will need to be created prior to permit issuance.